

## **MEDICAL TEAM MANAGER**

**August 29, 2003**

### **a. Position Description**

The Medical Team Manager has overall responsibility for the management of the medical function of the Task Force and supervising the Medical Specialists. The Medical Team Manager reports directly to the TFL.

The Medical Team Manager is responsible for:

- Developing and implementing the medical component of the Task Force Tactical Plan;
- Adhering to all safety procedures;
- Coordinating, managing, and supervising of all medical activities;
- Determining the medical organizational and logistics needs;
- Receiving briefings and situation reports and ensuring that all medical personnel are kept informed of status changes;
- Providing situation reports and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Directing medical care delivery to Task Force personnel, search dogs, and victims;
- Ensuring a continuum of medical care and coordinating interaction with all appropriate outside medical entities;
- Providing accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned during a mission.

### **b. Position Requirements and Criteria:**

Individuals who meet the following requirements and criteria will be eligible to become Medical Team Managers in the DHS/FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing, coordinating, and supervising the medical component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

#### Knowledge:

The Medical Team Manager must:

- Be a licensed physician who is emergency medicine residency-trained and/or Board-certified and actively practicing clinical emergency medicine and having significant experience with pre-hospital medical care;

OR

Be a licensed physician with current Advanced Cardiac Life Support (ACLS), Advanced Trauma Life Support (ATLS), and Pediatric Advanced Life Support (PALS) certification (or equivalent) whose day-to-day medical activities include regular and substantial clinical emergency medicine and pre-hospital medical care;

- Have a general knowledge and understanding of medical conditions common to US&R incidents;
- Possess an awareness of other disaster organizations;
- Have knowledge of US&R operations, strategy, and tactics;
- Have an awareness of the hazards associated with the various disaster environments;
- Be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure; and
- Be knowledgeable about the development and use of integrated action planning concepts and processes.

#### Skills:

The Medical Team Manager must:

- Possess good interagency coordination skills, work well with technical experts, local officials, and other organizations; and
- Be proficient in treating medical conditions common to US&R incidents such as lacerations, fractures, shock, crush injury and crush syndrome, burns, penetrating and blunt trauma, head injuries, respiratory compromise, hyper/hypothermia, and infections. They must also have experience treating common medical emergencies, eye injuries, minor orthopedic injuries, etc.

#### Abilities:

The Medical Team Manager must:

- Be able to improvise, share information, resolve conflicts and solve problems;
- Have the ability to effectively communicate orally and in writing; and
- Be able to manage assigned personnel, specialized equipment, and support resources during a disaster situation.

### **c. Operational Checklist**

The purpose of the checklist is to define the duties and responsibilities of the Medical Team Manager during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

#### **(1) Upon Activation/At Task Force Assembly Point:**

- Establish contact with and brief assigned personnel;
- Ensure your federal credentials (DHS/FEMA and NDMS Badges) are accounted for;
- Provide notification to NDMS of Task Force activation, with names, social security numbers, and position of affected Medical Team members. This information is to be faxed to NDMS at (800) 872-5945, ATTENTION US&R Personnel Officer. HHS NDMS Special Forms 61 and 61-B shall also be completed by Medical Team members and forwarded to NDMS in the same manner;
- Identify and initiate any logistical requirements for assigned personnel and equipment;
- If possible, determine site conditions, incident magnitude, prevailing endemic conditions, and necessary resource requirements. These information items may be channeled through the EST, as it becomes operational. This may require consulting nationally with recognized experts, e.g., the Centers for Disease Control, (404) 488-7100, medical colleges or teaching hospitals, regional poison centers, etc, to determine unusual or site-specific medical conditions and treatment considerations;
- Maintain the organizational structure and accountability of the Medical Team throughout all phases of the mission;
- Coordinate activities of the Medical Team during the mission; and
- Meet with assigned personnel to determine if they are personally prepared, self-sufficient, and adequately equipped to perform their assignment.

#### **(2) At Point of Departure:**

- Ensure that assigned personnel are adequately briefed on and understand:
  - ◊ Individual and team performance expectations;
  - ◊ Team problem-solving processes; and
  - ◊ Methods for establishing and changing Task Force priorities;
- Ensure prescribed medical coverage is provided the Task Force;
- Ensure that Medical Team members have appropriate federal credentials;
- Set up and staff the medical check-in station and the medical trouble desk to fully assess the deploying Task Force personnel;
- Ensure that Task Force members have cleared the Medical Check-In station and that all associated paperwork has been filed appropriately;
- Designate a Medical Team member who is responsible for insuring controlled medication accountability and medical logistics issues;
- Ensure that all medical equipment and medications are packed in deployable containers and that medications have been organized into backpacks, site boxes, etc., as planned (see cache management handbook);
- Obtain the physician's medical pack and maintain its availability throughout the course of the mission. Ensure the same of other Task Force members; and
- Ensure that the priority medical cache is included on the Task Force priority cache pallet.

**(3) In Transit:**

- Ensure appropriate medical coverage for the Task Force is maintained during all mission phases;
- Ensure that all controlled substances are accounted for and secured during all mission phases;
- Discuss and coordinate anticipated medical and personnel logistical requirements;
- Attend Task Force management meetings and planning sessions as they are conducted; and
- Monitor the Task Force for injury/illness during this phase of the activation.

**(4) Arrival at Mobilization Center:**

- Clarify procedure for obtaining identification measures necessary for Medical Team to operate at incident site;
- Establish contact with IST Medical Unit Leader and receive briefing;

- Participate in briefing by IST and local officials to establish medical/EMS liaison. Obtain pertinent medical and health information and assemble Medical Team for general mission briefing from Task Force Leader and other appropriate officials;
- Conduct the medical portion of the general Task Force briefing; and
- Supervise assigned personnel during all mission phases.

**(5) On-Site Operations:**

- Perform a general need assessment and locate available resources. Convey any information to the Task Force Leader indicating the need for additional resources or specialized medical capabilities;
- Attend Task Force management meetings and planning sessions for development of Task Force Tactical Plan;
- Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
  - ◊ Appropriateness and effectiveness of tactics;
  - ◊ Provide input to the Safety Officer to ensure that the health and welfare needs of Task Force members are addressed, including hydration, sanitation, and nutrition;
  - ◊ With the Safety Officer, monitor and assess fatigue in Task Force members; and
  - ◊ Assessment of signs of extended incident stress in Task Force members;
- Provide medical control and perform medical care as appropriate;
- Provide input to the Task Force planning process regarding health care issues affecting the Task Force;
- Coordinate with Safety Officer to ensure that effective safety protocols are issued;
- Provide the Task Force Leader with periodic progress reports;
- Provide briefing for shift replacement that includes all current incident data and Task Force member evacuation protocol;
- Ensure the completion of all Patient Care Forms (PCFs) for treatment of patients and in conjunction with the Safety Officer, ensure completion of appropriate Worker's Compensation forms for treatment of Task Force member;
- Submit daily summary reports and appropriate forms to the Planning Team Manager; and
- In the event of serious injury or death of a Task Force member, verify the identity of the victim and follow Task Force personnel death procedures.

**(6) Reassignment/Demobilization:**

- Review the current status of the Task Force's operational readiness and provide the Task Force Leader a medical opinion on whether personnel are physically and psychologically fit to accept another operational assignment;
- Coordinate incident stress defusing as indicated during the demobilization;
- Coordinate appropriate follow up care for any Task Force member treated by the Medical Team;
- Notify the Logistics Specialist of any operational equipment loss and potential maintenance requirements; and
- Prepare a Medical Team report for Task Force After-Action Meeting.